



BREWOD CE MIDDLE ACADEMY CHARGES AND REMISSIONS POLICY STATEMENT

*We value and cherish every member of our community and celebrate their uniqueness.
Our values led curriculum promotes a love of life and learning inspiring every individual to be a respectful, resilient, and
faithful global citizen.*

*"Let all that you do be done in love."
1 Corinthians 16:14*

Respect, Faith, Resilience

AIM

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

RESPONSIBILITIES

The Local Academy Committee (LAC) are responsible for determining the content of the policy and the Executive Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Executive Principal and the LAC.

DEFINITIONS

Community Facilities:

- Activities which the LAC do not feel is of direct educational benefit to children at the school

Extended school provision

- Provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings

- Letting to an organisation other than the academy

Remission

- Where a charge is not payable, either in full or in part

Contingency

- A reserve put aside over a number of years to pay for major maintenance or renewal cost

PROHIBITION OF CHARGES

The LAC recognise that the legislation prohibits charges for the following:

- Education provided during school hours at Brewood CE Middle Academy (including the supply of any materials, books, instruments or other equipment);
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the academy, or part of the basic curriculum for religious education;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.

CHARGES

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras) to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs
 - Parentpay costs

- Individual or group tuition in the playing of a musical instrument

- Any other education, transport or examination fee unless charges are specifically prohibited

- Breakages and replacements as a result of damages caused wilfully or negligently by pupils

- Extra-curricular activities and school clubs

- Letting of the school premises or grounds

- Extended school care activities such as breakfast club, after school club, holiday clubs and 'wrap around' nursery provision

- Charges for materials or ingredients where the pupils wish to have the finished product

- A charge of £5.00 will be made for duplicate copies of academic school reports

Consideration also needs to be given to:

- The proportion of the costs recovered where a charge is to be made;
- Whether any remission is to extend beyond the statutory minimum;
- Whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- Arrangements for education where the parents fail to pay the charge being levied by the school;

- The level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- The maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- Any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- For lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear

VISITS IN SCHOOL HOURS / TERM TIME

The school identifies specific curriculum visits in each year group that it supports for Pupil Premium pupils. These are listed in the Pupil Premium Statement. They do not include residential visits.

Residential visits

These are optional visits. The school cannot support parents with the residential cost unless pupils are LAC or unless parents find themselves in financial difficulties once the deposit has been paid. This is at the discretion of the Executive Principal. Parents are asked not to put the deposit forward for a residential visit unless they know the full amount can be paid.

If the full amount is not paid this could lead to the deposit being lost and the pupil not being allowed to take part in the visit.

Looked After Children (LAC) who have social integration targets may have residential visits paid for in full via their LAC funding. However this will be confirmed by the Assistant Principal who is responsible for overseeing the LAC fund on an individual basis prior to any booking being made for residential visits.

Parent Pay provides the option to pay in instalments. This should assist the majority of parents in spreading the cost over several months, if we can provide good notice of the visits taking place.

COLLECTION OF PUPIL MONEY

As we are a cashless academy all collections for visits, uniform, charitable donations and general fundraising are collected via Parentpay.

Visits / Activities

Responsibility for the collection and recording of payments lies with the teacher organiser. Payment can only be accepted through ParentPay and is used for all school visits. The school now uses a Uniform Provider.

Procedure

- It is the teacher organiser's responsibility to calculate the total cost of a visit and, from this, to establish the individual cost. A small amount may be added to cover emergency as well as minimum-number needs. Now that Parent Pay is being used it is appropriate that 1.29% per £100 cost is included for the transaction charges / annual fee.

- The organiser MUST obtain confirmation of cancellation/cover (Covid19) before booking a visit.

- A deadline date for the final collection of moneys should be set by the teacher organiser in advance of any external deadlines (e.g. those made by the tour operator) and this should be clearly notified at the outset to parents/pupils and the school office.

- A separate account will be maintained for each visit detailing income and expenditure and a copy of this will be given to the organising teacher at the end of the visit.

School Meals and Break Sales

Payment for School Meals and Break Sales is now made through a cashless till system. Parents pay online through ParentPay and purchases that pupils make through the till are charged on a daily basis to their account.

The system should operate on a strictly credit basis and this is made clear within ParentPay. Parents are asked to set up their own 'alert' to advise them when the balance of the account is running low. Despite this, accounts go overdrawn and to address this an email is sent on a daily basis to parents where the account is in excess of £1 dr. In these circumstances pupils are allowed to receive school meals but are denied break sales whilst the account is overdrawn.

Where the situation cannot be resolved in this way and in the event of the account becoming overdrawn in excess of £5 a phone call(s) may be made to the parent or text sent to ask them to restore the account to credit. This can be a time consuming process and generally affects a similar nucleus of parent who at times do not address the issue in a timely manner or come forward with a reasonable explanation. As a final resort a letter will be sent advising that sandwiches must be brought from home until the debt is cleared. However, if sandwiches are not provided pupils will be provided with a cheaper alternative healthy meal choice

MUSIC TUITION

The Local Academy Committee are determined to act to maintain the provision of instrument tuition in the school. Our own music school 'Major Minor' has been established, the school facilitates all aspects of tuition with highly qualified tutors who parents pay directly. Costs are £10 for a 20 minute individual lesson and £15 for a 30 minute individual lesson.

Under this new arrangement there have not been any occasions where a subsidy has been requested by a parent towards the cost. Any approach for assistance may be considered as appropriate with recourse to the Brewood CE Middle Academy Charity to assist if required. This is at the discretion of the Executive Principal.

Other receipts including Charitable Giving and Non Uniform days

Charitable giving and Non Uniform days monies are now collected through ParentPay, this is to remove the collection from the classroom which was considered to be time consuming and meets financial regulations.

Teacher organisers should alert senior staff at an early stage of any problems arising from these procedures. All paperwork and records need to be retained for audit purposes.

PROCEDURE FOR HANDLING CASH

On the very rare occasion when it is necessary to handle cash a receipt will be provided via the pupil's class teacher.

To ensure the safety of staff the following guidance is given in the handling of cash:

- Cash and cheques should be locked in the safe overnight.
- Cash held on the premises should be kept to a minimum and under normal circumstances would not exceed £500, the only exceptions to this would be after the Summer Fair and Christmas Fair.

- It is recommended that the time of depositing money at the Bank should be varied and that cash is carried inside a coat pocket (on the person) or in an unidentifiable bag (not a bank cloth bag). If large sums of money are involved two members of staff should take the cash to the Bank (eg. Summer & Christmas Fairs)

- Cash and cheques should not be left unattended.
- Paying in books should be locked away overnight.

FUND RAISING

Introduction

As a Church of England school we believe it is important for children to be involved in different fields of fund raising. We support major international appeals as they arise, in addition to local appeals and raising money for the school. With effect from September 2018 monthly 'Own Clothes' days will be held to raise funds for school aspects.

Appeals

Non-uniform days are held at short notice to support any international crisis as it arises. Further non-uniform days may be held to support regular appeals.

Additional fundraising events are held in response to appeals from outside agencies. The school is keen to support a variety of good causes through sponsorship events of various kinds. These events are staggered throughout the year.

A report will be made to governors of charitable giving.

PHOTOCOPYING

Personal photocopying will be charged to recover the cost of the paper and the copying cost.

SALES TO PUPILS

The cost of sales to pupils of items made in school through school will not exceed the cost of materials. Uniform items (badges & Ties only) can be purchased via Parentpay where individual item prices are published.

VOLUNTARY CONTRIBUTIONS

The request (if genuinely voluntary) for contributions will make it clear that:

- The contribution is genuinely voluntary and a parent is under no obligation to pay;
- Registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

However, we can say that the activity may not take place if there are not sufficient voluntary contributions and our letters to parents will include this clause.

The legislation does not in any way prohibit or restrict a school from seeking voluntary contributions for the benefit of the school in support of any school activity, whether during or outside school hours, residential or non-residential.

Also, there is no limit to the level of voluntary contributions which parents can make nor is there any restriction placed upon the use which can be made of such contributions.

Parents will be invited to make a voluntary contribution for School trips.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contributions is delegated to the Executive Principal.

Reviewed annually in the Summer Term



Signed

Chair of LAC Date:

7 OCT 2025

LETTINGS

The school aims to increase the number of lettings to increase revenue.

NAME	DAY/TIME	ROOM	CHARGE
Brewood Junior Football Club Age 13-16	Sundays variable	Football pitch	£20 per match + VAT
Brewood Junior Football Club Under 10's mini soccer	Sundays variable	Football pitch	£20 per match + VAT
Political Party Pre-election meeting	Evening	Main hall	£50
GENERAL TERMS			
		Cookery Room	£12 per hour
		Dance Studio	£20 per hour
		Main hall	£25 per hour

The rates payable are shown above but are subject to negotiation with agreement of the Executive Principal who may use his discretion in respect of charitable and community groups. The aim should be to at least recover any costs incurred.

DEBT RECOVERY

The School operates a degree of flexibility with payment for School visits, particularly residential visits which are also optional. Difficulties are sometimes encountered in obtaining payment and particularly where the parent has financial problems.

It is recognised that there will be occasions where the full amount will not be received and the school has discretion to write off amounts up to £100 (after any agreed subsidy, free school meals or pupil premium adjustment advised to the parent).

This will be a last resort and every effort will be made to obtain payment and may also result in cancellation of the visit for the pupil.

Instances may also occur where payment is not received for school meals, a stringent policy is operated in contacting parents initially by email where the debit amount is £5 or more, then by phone call or letter if the debt reaches £10 or more. Parents are informed that until the debt is settled pupils must bring sandwiches for lunch. If sandwiches are not provided pupils will be provided with a cheaper alternative healthy meal choice. When payment is not forthcoming and a dormant debt is incurred it is agreed that the school may write off up to £30.

Where these limits are exceeded the matter will be reported to the Governor Finance Committee to decide on what further action will be taken.

Policy is reviewed annually in the Summer term

Signed Chair of LAC Date: